Step 5 – Considering Priorities For Activities and Events (10 minutes)

• Materials: sticky dots

• Distribute four dots to each person in your group.
  1. Place three dots on the everyday activities you think are priorities.
  2. Place one dot on the event you think is a priority.
  3. Discuss and record on a large sheet of paper why these are priority activities and events.

In addition to community preferences, there are a number of factors that need to be considered in prioritizing activities and improvements in public spaces, including the neighborhood setting, site suitability for desired activities, funding, and long-term maintenance requirements. However it is helpful to have community members contribute ideas and preferences, and to see what others in the community feel are priorities. It is important that participation in contributing ideas and preferences be made available to a broad range of community members who have a stake in the development, use and care of the park.

Step 6 – Facilities and Features to Support Priority Activities and Events (10 Minutes)

• Materials: pencils/pens, index cards, large sheets of paper

  1. Individually take a few minutes to write down on index cards ideas about the facilities, features and improvements that if provided can help for support desired activities and events, and expand the value of the park in the neighborhood.
  2. As a group, put the index cards on the table and sort them into categories, taping them to a large sheet of paper.
  3. If there is time, each group will report back on their priority activities and events, and ideas for park improvements.

Step 7 - Sharing Group Results

While we may not have time to share the results of each table group in the Visioning Voices Workshop, this practice is valuable in workshops or meetings that will lead to decisions. Every table group should have the opportunity to share their ideas, and then a composite list of proposals should be made available to interested community members to express desired priorities.

In addition to community preferences, there are a number of factors that need to be considered in prioritizing activities and improvements in public spaces, including the neighborhood setting, site suitability for desired activities, funding, and long-term maintenance requirements. However it is helpful to have community members contribute ideas and preferences, and to see what others in the community feel are priorities. It is important that participation in contributing ideas and preferences be made available to a broad range of community members who have a stake in the development, use and care of the park.

Community Speaker Series & Workshop

PARKS AS PLACES FOR ALL AGES AND LIFE STAGES
HOST NEIGHBORHOOD: EASTWOOD

This leaflet contains instructions and notes for the Activities that will be accomplished during this Visioning Voices Workshop. You can use these activities in your own neighborhoods when working together with the Parks Department, and other city departments and organizations to determine priorities for improvements. In addition, we have included some other information that you might find helpful.

Set up

• These activities are designed to be done in small groups of 8 to 10 people seated around a table. If you have multiple table groups, try to leave time at the end of your meeting or workshop to have a report back so groups can share some of the results and ideas that came from each of them.

  • Have all of the materials needed for each activity ready at the tables prior to starting.

How to Distribute People into Groups

• For our Visioning Voices Workshop we would like participants to work in table groups, preferably with people you do not know.

Many times participants sit at whatever table they want, typically choosing to sit with people they know. If you think it is valuable to have groups formed based on specific characteristics such as interests or age, you can ask that they divide up that way. Sometimes it is also valuable to suggest that people sit with others they do not know to meet new people and hear different perspectives.
Roles at the Workshop or Meeting

• Facilitator: Each group should have facilitator whose job it is to manage the activities to ensure that everyone has the chance to participate and the discussion stays on topic.

• Notetaker or recorder: For some activities, it is helpful to have someone taking notes or writing responses on a flip chart or large piece of paper for all to see. Listen carefully and try to record the meaning of what is being said, and confirm that you got it right.

• Participants: The most important guidelines for people taking part in a workshop is to respect each other’s perspective, take turns, be concise as possible, not interrupt and stay on topic.

• There are separate handouts with guidelines for facilitators, recorders and ground rules for participation.

Eastwood Workshop Instructions

Step 1 - Introductions and Ice breaker
(10 minutes)

- Go around the table and have everyone introduce themselves, say where they live and tell a brief story about a Favorite Memory in a City Park. (Brief means 30 to 60 seconds each person)

- Telling a story is easy for many people and a great way to share experiences that are meaningful to us as individuals and sometimes as part of a community. This is a method of getting to know what is valued and important about different topics or from different periods in our lives.

- In another setting, stories can be recorded, documented and analyzed to discover themes and categories around different topics.

- Question 2 is another warm up, to get us thinking about the topic we are focusing on, in this case parks. It is a way to get a sense of shared values and ideas, and to introduce ideas that you may not have thought of. We can get to know the other members of the group and trust that our contributions will be recorded and represented.

Step 2 - Why are Parks important in the City?
(10 minutes)

Materials: Pencil/ Pens, index cards, tape, large sheets of paper

- Write down your ideas about why you think parks are important in the city and/or your neighborhood. Write one idea on each index card. Do as many as you can in one minute.

- Place all of the cards in the center of the table. As a group categorize them by themes of similar ideas. Tape the cards to the large sheets of paper by category.

- Briefly discuss the responses. Does there seem to be just a few or many different categories of responses? Which ones seem to be shared by many people in the group, which ones are outliers? Clarify by discussion and add notes next to the categories.

- If possible, hang or display this sheet where it is visible to your group.

Step 3 – What are the existing conditions of Eastwood Heights Park and what roles does it play in the neighborhood? (20 minutes)

Materials: Question worksheets; one large aerial of park (24*36); sheet of photographs, markers

- Working with a partner, follow the instructions on the worksheet and answer the questions:

1. What facilities and features exist here now? (These are the physical elements that exist in the park, which can be built (such as a backstop) or natural (such as a tree)

2. What everyday activities take place in the park now? (These are what people do in the park on a regular basis, such as play basketball). Mark where those occur on the map.

3. What events take place at the park now?

4. What age groups do you think the park benefits?

5. What roles does the park seem to play in the neighborhood?

- As a group, record your responses on the large aerial and a flip chart sheet to create a composite documentation of the existing conditions.

Step 4 – What improvements and changes would be appropriate for this park? How can the roles it plays and its value be strengthened? (20 minutes)

Materials: pencils/pens, large sheet of papers, chart markers

- Individually spend a few minutes writing down some ideas for the activities and events you think are appropriate for Eastwood Heights Park. Consider the following categories:

<table>
<thead>
<tr>
<th>Everyday Activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backstop basketball.</td>
</tr>
<tr>
<td>Play in the neighborhood?</td>
</tr>
<tr>
<td>(These are what people do in the park on a regular basis, such as play basketball).</td>
</tr>
<tr>
<td>Mark where those occur on the map.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event 1</td>
</tr>
<tr>
<td>Event 2</td>
</tr>
<tr>
<td>Event 3</td>
</tr>
</tbody>
</table>

1. As a group, take turns contributing your responses on the large aerial and a flip chart sheet to create a composite list of all of the ideas by category.

2. If there is time, record how each of these could change or expand the role the park plays in the neighborhood.
Step 2 - Why are Parks important in the City? (10 minutes)

**Materials:** Pencil/ Pens, index cards, tape, large sheets of paper

- Write down your ideas about why you think parks are important in the city and/or your neighborhood. Write one idea on each index card. Do as many as you can in one minute.

- Place all of the cards in the center of the table. As a group categorize them by themes of similar ideas. Tape the cards to the large sheets of paper by category.

- Briefly discuss the responses. Does there seem to be just a few or many different categories of responses? Which ones seem to be shared by many people in the group, which ones are outliers? Clarify by discussion and add notes next to the categories.

- If possible, hang or display this sheet where it is visible to your group.

Step 3 – What are the existing conditions of Eastwood Heights Park and what roles does it play in the neighborhood? (20 minutes)

**Materials:** Question worksheets; one large aerial of park (24*36); sheet of photographs, markers

- Working with a partner, follow the instructions on the worksheet and answer the questions:

1. What facilities and features exist here now? (These are the physical elements that exist in the park, which can be built (such as a backstop) or natural (such as a tree)
2. What everyday activities take place in the park now? (These are what people do in the park on a regular basis, such as play basketball). Mark where those occur on the map.
3. What events take place at the park now?
4. What age groups do you think the park benefits?
5. What roles does the park seem to play in the neighborhood?

- As a group, record your responses on the large aerial and a flip chart sheet to create a composite documentation of the existing conditions.

Step 4 – What improvements and changes would be appropriate for this park? How can the roles it plays and its value be strengthened? (20 minutes)

**Materials:** pencils/pens, large sheet of papers, chart markers

- Individually spend a few minutes writing down some ideas for the activities and events you think are appropriate for Eastwood Heights Park. Consider the following categories:

  **Everyday Activities:**
  ---------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------

  **Events:**
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------
  ----------------------------------------

  1. As a group, take turns contributing your responses on the large aerial and a flip chart sheet to create a composite list of all of the ideas by category.
  2. If there is time, record how each of these could change or expand the role the park plays in the neighborhood.
Step 5 – Considering Priorities For Activities and Events (10 minutes)

• Materials: sticky dots

• Distribute four dots to each person in your group.

1. Place three dots on the everyday activities you think are priorities.

2. Place one dot on the event you think is a priority

3. Discuss and record on a large sheet of paper why these are priority activities and events.

In addition to community preferences, there are a number of factors that need to be considered in prioritizing activities and improvements in public spaces, including the neighborhood setting, site suitability for desired activities, funding, and long-term maintenance requirements. However it is helpful to have community members contribute ideas and preferences, and to see what others in the community feel are priorities. It is important that participation in contributing ideas and preferences be made available to a broad range of community members who have a stake in the development, use and care of the park.

Step 6 – Facilities and Features to Support Priority Activities and Events (10 Minutes)

• Materials: pencils/pens, index cards, large sheets of paper

1. Individually take a few minutes to write down on index cards ideas about the facilities, features and improvements that if provided can help for support desired activities and events, and expand the value of the park in the neighborhood.

2. As a group, put the index cards on the table and sort them into categories., taping them to a large sheets of paper.

3. If there is time, each group will report back on their priority activities and events, and ideas for park improvements

Step 7 - Sharing Group Results

While we may not have time to share the results of each table group in the Visioning Voices Workshop, this practice is valuable in workshops or meetings that will lead to decisions. Every table group should have the opportunity to share their ideas, and then a composite list of proposals should be made available to interested community members to express desired priorities.

This leaflet contains instructions and notes for the Activities that will be accomplished during this Visioning Voices Workshop. You can use these activities in your own neighborhoods when working together with the Parks Department, and other city departments and organizations to determine priorities for improvements. In addition, we have included some other information that you might find helpful.

Set up

• These activities are designed to be done in small groups of 8 to 10 people seated around a table. If you have multiple table groups, try to leave time at the end of your meeting or workshop to have a report back so groups can share some of the results and ideas that came from each of them.

• Have all of the materials needed for each activity ready at the tables prior to starting.

How to Distribute People into Groups

• For our Visioning Voices Workshop we would like participants to work in table groups, preferably with people you do not know.